INSPECT LAW ENFORCEMENT USER GUIDE

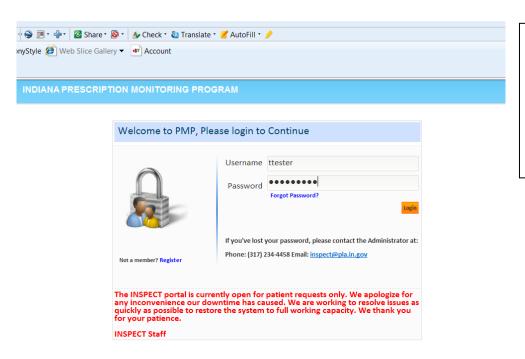


Email: inspect@pla.in.gov



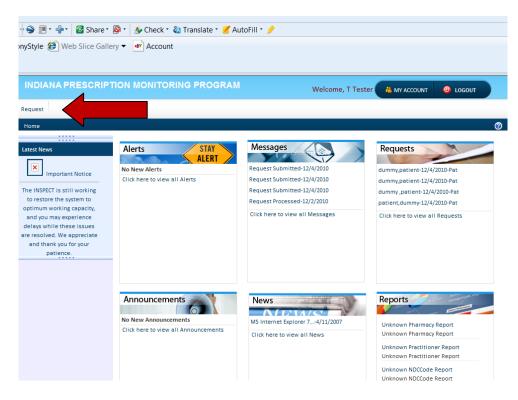
LOGIN PAGE: <u>Prescription Monitoring Program Login</u> or you may visit <u>www.in.gov/inspect</u> and click the INSPECT logo to be taken to the Login page.

Have your username (ex: 1512236, jjones) and password ready

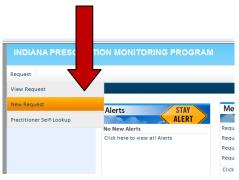


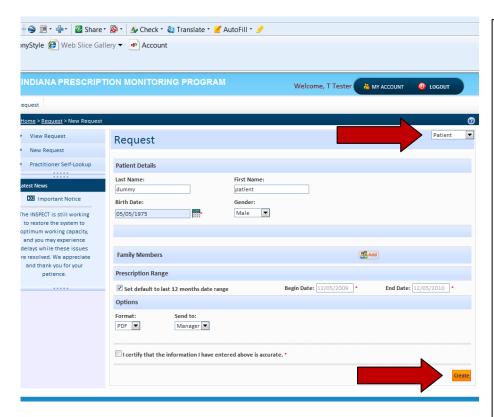
1. Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking Forgot Password? You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.



2. Click the *Requests* tab in the upper left corner, then click *New Request* to submit a search for a new report. You can aslo view previous requests made by this account by clicking *View Request*.

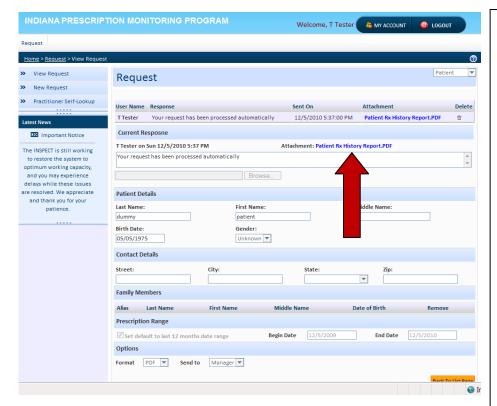




3. Enter the patient information you wish to search for. The default time period to search is 1 year but you may change the date range by *unchecking* the box and entering new information.

The time period for requests is limited to 365 days, but you may make multiple requests for different years if you wish. (Ex. 1/1/2010-12/31/2010, 6/1/2009-6/1/2010)

- 4. To request a report showing all dispensations under a particular DEA number, change the drop-down menu in the right corner from "Patient" to "Practitioner", and provide <u>only</u> the DEA number in the required field.
- 5. You must check the authorization box at the bottom of the screen to continue.
- 6. Click *Create* when you have completed the request.



7. Click the blue attachment that says: Patient Rx History Report. This will bring up the report in a new window. You must scroll down past the disclaimer to view the actual report. **
If your report is a Microsoft Excel spreadsheet, the report is present on Sheet 2.

If you received an error message (request exceeded threshold) and did not receive the report right away, it has been sent to the INSPECT office for manual processing. Your report will be returned and available for viewing within 24 business hours.

The default report format is Adobe .PDF. If you switch the report format to "Excel" on the Request page, your report can be exported to Microsoft Excel, where you can create a table to sort records if needed.